



WESTERN NEVADA DEVELOPMENT DISTRICT

AGENDA

Board of Directors Meeting

10:00-11:00 am

Monday, May 20, 2024

Jackpot Crossing Casino

1897 N. Edmonds Drive

Carson City, NV 89701

1. **Call to Order** – Dian VanderWell, President, WNDD

2. **Roll Call**

3. **Agenda Approval** (For Possible Action)

4. **APPROVAL OF CONSENT CALENDAR** (For Possible Action)

Items on the consent calendar may be approved by one motion. Consent items may be pulled at the request of Board Members wishing to have an item further discussed. When pulled for discussion, the item will automatically be placed at the beginning of the Administrative Agenda.

a. Approval – FY2024/2025 Budget

b. Approval --FY 2023-2024-April Treasurer’s Report

c. Approval – Executive Director’s Contract June 1, 2024-May 31, 2025

5. **Executive Director / Staff Team Report** (Information Only – No Action Required)

- | | |
|--|---|
| a. CEDS Annual Update | Chris Brandon |
| b. EDA Grant Submissions | Chris Brandon/Don Vetter |
| c. EPA Brownfields Grant Application | Chris Brandon |
| d. Humboldt County Brownfields Grant | Michelle Hammond Allen/
Philip Childers/Don Vetter |
| e. Carson City Airport Terminal -Phase II EA | Chris Brandon/Jeff Sutich/
Philip Childers |
| f. Mineral County Brownfields Cleanup Grant | Jeff Sutich/Philip Childers |

g. Transportation Funding Opportunities

Don Vetter

h. Tech Hub—Infrastructure Sub-Project

Chris Brandon/Don Vetter

6. Member Updates (Information Only-No Action Required)

1. Clay Mitchell--Storey County

2. Lydia Altick—City of Fernley

7. Adjourn

NOTICE TO PERSONS WITH DISABILITIES: Members of the Public who are disabled and require special assistance or accommodation at the meeting are requested to notify the Western Nevada Development District office in writing at 111 W. Telegraph Street, Suite 204, Carson City, Nevada 89703, by email at cbrandon@wndd.org or by calling 775-473-6753.

Western Nevada Development District

FY23/24 - Revenues

REVENUE	Actual FY 21/22	Actual FY 22/23	Projected Year End FY 23/24	Proposed FY 24/25	COMMENTS
Beginning Fund Balance	\$ 24,529.00	\$ 20,000.00	\$ 21,747.00	\$ 21,747.00	
EDA PPG Grant ED23SEA3020024	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	Started 7/1/23
Membership Dues	\$ 71,400.00	\$ 106,500.00	\$ 110,000.00	\$ 110,000.00	
Associate Member Dues		\$ 5,175.00	\$ 6,000.00	\$ 6,000.00	
EDA CARES Grant - 20SEA3070021	\$ 200,000.00	\$ -	\$ -	\$ -	
Board Retreat Revenue	\$ 10,000.00	\$ 11,305.24	\$ 10,000.00	\$ 10,000.00	
Broadband	\$ 37,200.00	\$ -	\$ -	\$ -	
EPA Brownfields Pershing	\$ 234,189.00	\$ 140,000.13	\$ 6,400.00		Ended 7/31/24
EPA Brownfields Humboldt	\$ -	\$ 15,000.00	\$ 40,000.00	\$ 40,000.00	Started 8/1/22
EDA Good Jobs Challenge	\$ -	\$ 20,391.90	\$ -	\$ -	
RLF Interest	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
Interest	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	
Revenue Totals	\$ 660,333.00	\$ 401,387.27	\$ 277,162.00	\$ 270,762.00	

Western Nevada Development District

FY23/24 - Expenditures

EXPENSES	Actual FY21/22	Actual FY22/23	Projected Year End FY23/24	Proposed FY24/25	COMMENTS
Salaries and Wages	\$ 168,192.00	\$ 95,200.00	\$ 114,500.00		Includes Payroll Expenses
Benefits	\$ 22,255.00	\$ 16,600.00	\$ 22,800.00		
Accounting, Legal, Insurance	\$ 19,500.00	\$ 23,200.00	\$ 19,600.00		Audit \$7000; Accounting-\$5000, Legal-\$5000, Insurance - \$1200 Workers Comp, Liability- \$1400
Board Retreat	\$ 10,360.00	\$ 10,000.00	\$ 10,000.00		Board Retreat - sponsorships
Contract Services	\$ 360,141.00	\$ 170,000.00	\$ 57,000.00		
Equipment/Maintenance	\$ 500.00	\$ 250.00	\$ 2,500.00		Computers, Printers, Phones
Rent and Utilities	\$ 22,068.00	\$ 11,700.00	\$ 10,800.00		3 Offices
Dues, Subscriptions, Meetings	\$ 8,500.00	\$ 1,200.00	\$ 1,200.00		
Office Supplies	\$ 2,300.00	\$ 1,054.00	\$ 750.00		
Postage	\$ 100.00	\$ 300.00	\$ 75.00		
Travel & Meals	\$ 10,000.00	\$ 6,000.00	\$ 6,000.00		
Printing	\$ 2,600.00	\$ 1,500.00	\$ 1,200.00		
IT Services	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		
Operations Sub-Total	\$ 441,069.00	\$ 230,204.00	\$ 114,125.00		
Personnel Sub-Total	\$ 190,447.00	\$ 111,800.00	\$ 137,300.00		
Expense Total	\$ 631,516.00	\$ 342,004.00	\$ 251,425.00		
Revenue Total	\$ 660,333.00	\$ 277,162.00	\$ 270,762.00		
Revenues Over Expenditures	\$ 28,817.00	\$ (64,842.00)	\$ 19,337.00		

Western Nevada Development District

FY23/24-Membership Dues

Member	Received FY 23/24	FY 24/25
Carson City	\$ 5,000.00	\$ 5,000.00
Churchill	\$ -	\$ -
Fallon	\$ 5,000.00	\$ 5,000.00
Douglas	\$ 15,000.00	\$ 15,000.00
Fernley	\$ 5,000.00	\$ 5,000.00
Humboldt	\$ 10,000.00	\$ 10,000.00
Mineral	\$ 5,000.00	\$ 5,000.00
Pershing	\$ 5,000.00	\$ 5,000.00
Lovelock	\$ 5,000.00	\$ 5,000.00
Storey	\$ 5,000.00	\$ 5,000.00
Lyon	\$ -	\$ -
Washoe	\$ 15,000.00	\$ 15,000.00
Reno	\$ 15,000.00	\$ 15,000.00
Sparks	\$ 7,500.00	\$ 7,500.00
Winnemucca	\$ 5,000.00	\$ 5,000.00
Yerington	\$ 5,000.00	\$ 5,000.00
PLPT	\$ 2,500.00	\$ 2,500.00
Sub-Total	\$ 110,000.00	\$ 110,000.00

Western Nevada Development District

Balance Sheet

As of April 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
NSB Fed ACH Account - 0735	32,124.01
NSB Operating Checking - 0883	17,023.40
NSB Revolving Loan Fund - 3953	27,050.07
Total Bank Accounts	\$76,197.48
Accounts Receivable	
Accounts Receivable	32,963.99
Total Accounts Receivable	\$32,963.99
Other Current Assets	
1004 - CDBG Liberty Fitness #4	2,493.76
1004 - RBEG - Liberty Fitness #4	0.00
1006 CDBG - Cottage Foods #6	19,184.85
Accounts Receivable (1)	0.00
Prepaid Expenses	0.00
Security Deposit	250.00
Undeposited Funds	0.00
Total Other Current Assets	\$21,928.61
Total Current Assets	\$131,090.08
Fixed Assets	
Accumulated Depreciation	0.00
Computer Equipment	4,247.48
Furniture & Fixtures	0.00
Total Fixed Assets	\$4,247.48
Other Assets	
Deposits	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$135,337.56
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-3,104.41
Total Accounts Payable	\$ -3,104.41
Credit Cards	
NSB - 7213	2,502.92

Western Nevada Development District

Balance Sheet

As of April 30, 2024

	TOTAL
Total Credit Cards	\$2,502.92
Other Current Liabilities	
Accounts Payable (1)	0.00
Accrued Other	0.00
Accrued Vacation	0.00
Deferred Revenue	0.00
Employee Advance	0.00
Payroll Liabilities	0.00
PPP Loan	0.00
Retirement	0.00
Salary Accrual	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$ -601.49
Total Liabilities	\$ -601.49
Equity	
3000 Opening Bal Equity	-9,934.94
Fund Balance	-7,300.99
Beginning Fund Balance	106,041.78
Total Fund Balance	98,740.79
Retained Earnings	57,317.17
Net Income	-10,183.97
Total Equity	\$135,939.05
TOTAL LIABILITIES AND EQUITY	\$135,337.56

Western Nevada Development District

Profit and Loss

July 2023 - April 2024

	TOTAL
Income	
Associate Membership	9,750.00
Brownfield Humboldt Grant	6,203.45
Brownfield Pershing Grant	27,835.92
EDA PPG Grant ED23SEA3020024	60,000.00
Grant Revenue	20,391.90
Interest Earnings	213.00
Membership Dues	102,500.00
The Summit	17,146.34
Unapplied Cash Payment Income	-5,000.00
Total Income	\$239,040.61
GROSS PROFIT	\$239,040.61
Expenses	
Accounting	7,248.00
Audit	6,400.00
Bank Service Charges	460.69
Brownfield Humboldt	1,738.42
Brownfields Pershing Expense	15,263.83
Conference Expense	583.69
Contract Grant Services	6,984.61
Dues	295.00
EDA-PPG	65,929.76
Equipment	820.54
Fringe Benefits	808.83
Vision Insurance	89.46
Total Fringe Benefits	898.29
Insurance	
Workmans Compensation	662.00
Total Insurance	662.00
Legal	2,244.02
Maintenance	16.90
Meals	1,663.14
Meetings	780.57
Moving	2,014.59
Office Supplies	2,390.69
Payroll Expense	105,011.21
Postage	76.64
Printing	494.20
Rent	11,050.00
Subscriptions	293.78
Summit Expenses	9,127.97
Telephone	1,316.92

Western Nevada Development District

Profit and Loss

July 2023 - April 2024

	TOTAL
Travel	4,013.65
Travel HBF	222.70
Utilities	1,187.78
Web Design & Maintenance	34.99
Total Expenses	\$249,224.58
NET OPERATING INCOME	\$ -10,183.97
NET INCOME	\$ -10,183.97

Western Nevada Development District

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

July 2023 - April 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3900 Beginning Fund Balance		16,666.70	-16,666.70	
Associate Membership	9,750.00	5,000.00	4,750.00	195.00 %
Board Retreat		10,000.00	-10,000.00	
Brownfield Humboldt Grant	6,203.45	33,333.30	-27,129.85	18.61 %
Brownfield Pershing Grant	27,835.92	5,333.30	22,502.62	521.93 %
EDA PPG Grant ED23SEA3020024	60,000.00	66,666.70	-6,666.70	90.00 %
Grant Revenue	20,391.90		20,391.90	
Interest Earnings	213.00	12.50	200.50	1,704.00 %
Membership Dues	102,500.00	104,166.70	-1,666.70	98.40 %
RLF Interest		2,500.00	-2,500.00	
The Summit	17,146.34		17,146.34	
Unapplied Cash Payment Income	-5,000.00		-5,000.00	
Total Income	\$239,040.61	\$243,679.20	\$ -4,638.59	98.10 %
GROSS PROFIT	\$239,040.61	\$243,679.20	\$ -4,638.59	98.10 %
Expenses				
Accounting	7,248.00	4,166.70	3,081.30	173.95 %
Audit	6,400.00	5,833.30	566.70	109.71 %
Bank Service Charges	460.69		460.69	
Board Retreat Expense		10,000.00	-10,000.00	
Brownfield Humboldt	1,738.42		1,738.42	
Brownfields Pershing Expense	15,263.83		15,263.83	
Conference Expense	583.69		583.69	
Contract Grant Services	6,984.61	55,833.30	-48,848.69	12.51 %
Dues	295.00		295.00	
EDA-PPG	65,929.76		65,929.76	
Equipment	820.54	2,083.30	-1,262.76	39.39 %
Fringe Benefits	808.83	19,000.00	-18,191.17	4.26 %
Vision Insurance	89.46		89.46	
Total Fringe Benefits	898.29	19,000.00	-18,101.71	4.73 %
Insurance				
Liability/Property		1,166.70	-1,166.70	
Workmans Compensation	662.00	1,000.00	-338.00	66.20 %
Total Insurance	662.00	2,166.70	-1,504.70	30.55 %
Legal	2,244.02	4,166.70	-1,922.68	53.86 %
Maintenance	16.90	4,166.70	-4,149.80	0.41 %
Meals	1,663.14	1,500.00	163.14	110.88 %
Meetings	780.57	1,000.00	-219.43	78.06 %
Moving	2,014.59		2,014.59	
Office Supplies	2,390.69	625.00	1,765.69	382.51 %
Payroll Expense	105,011.21	95,416.70	9,594.51	110.06 %
Postage	76.64	62.50	14.14	122.62 %
Printing	494.20	1,000.00	-505.80	49.42 %

Western Nevada Development District

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

July 2023 - April 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Rent	11,050.00	9,000.00	2,050.00	122.78 %
Subscriptions	293.78		293.78	
Summit Expenses	9,127.97		9,127.97	
Telephone	1,316.92		1,316.92	
Travel	4,013.65	3,500.00	513.65	114.68 %
Travel HBF	222.70		222.70	
Utilities	1,187.78		1,187.78	
Web Design & Maintenance	34.99		34.99	
Total Expenses	\$249,224.58	\$219,520.90	\$29,703.68	113.53 %
NET OPERATING INCOME	\$ -10,183.97	\$24,158.30	\$ -34,342.27	-42.16 %
NET INCOME	\$ -10,183.97	\$24,158.30	\$ -34,342.27	-42.16 %



Western Nevada Development District

111 W. Telegraph St., Suite 204 | Carson City, NV 89703
775.473.6753 | wndd.org

May 22, 2024

Christine Brandon
Executive Director
1230 Cabrolet Drive
Carson City, NV 89703

Dear Ms. Brandon:

Based on your annual performance review by the Executive Board on May 19, 2024, I am pleased to offer you a 5% salary increase in the position of Executive Director at Western Nevada Development District. (WNDD).

You will continue to work for the WNDD Board of Directors with direct supervision from the WNDD President and/or Vice President or President/President Elect, at a salary of \$81,900.00 to be paid on a 26 pay periods per year basis. This position is a regular full-time position. The contract start date is June 1, 2024 through May 31, 2025.

The WNDD benefit program includes: WNDD health insurance program that provides medical, vision, dental, and life insurance coverage. WNDD provides 5% of salary retirement payment on an annual basis to be paid at the completion of each year of employment. WNDD provides 13 paid holidays per year and 5 weeks of annual leave. You will be provided 5 weeks of vacation leave starting June 1, 2024. This may be utilized towards vacation or personal time off. Please be aware that the types and levels of benefits to you may change from time to time by action of the WNDD Executive Board and/or Board of Directors.

Your current job description for your position is still in effect. Your specific job assignment may be changed from time to time at the discretion of WNDD Executive Board and/or Board of Directors. All changes in your status and/or rights and benefits as a WNDD employee will be made in writing.

We look forward to working with you as we continue to move WNDD forward as a leader in economic development.

Sincerely,

Dian VanderWell, President
Western Nevada Development District



Western Nevada Development District

111 W. Telegraph St., Suite 204 | Carson City, NV 89703
775.473.6753 | wndd.org

I hereby acknowledge that I have received a copy of this letter and I accept the terms and conditions contained herein.

Signature _____ Date _____